



EUROPEAN COMMISSION

ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL

VACANCY NOTICE

EXECUTIVE DIRECTOR OF THE EUROPEAN CHEMICALS AGENCY (ECHA) HELSINKI

General description of tasks and role of the Agency

The REACH Regulation¹, which will enter into force on 1 June 2007, will establish a new regulatory framework for chemical substances in the European Union.

The European Chemicals Agency (ECHA), to be set up in Helsinki, Finland, will be at the centre of the REACH system. It will be responsible for managing and in some cases carrying out the technical, scientific and administrative aspects of REACH, and ensuring consistency at Community level in its application. It will also provide the Member States and the institutions of the Community with the best possible scientific and technical advice on questions relating to the chemicals that fall within its remit.

Description and nature of functions of the Executive Director

The duties and powers of the Executive Director are set out in the REACH Regulation. The Executive Director is the legal representative and the public face of the Agency. He/she shall perform his/her duties in the interest of the Community and independently of any special interest.

Being accountable to the Management Board, he/she will have full responsibility for:

- The day-to-day administration of the Agency;
- Managing all the Agency resources necessary for carrying out its tasks;
- Ensuring that the time-limits laid down in Community legislation for the adoption of opinions by the Agency are complied with;
- Ensuring appropriate and timely coordination between the Agency's Committees and Forum;
- Concluding and managing necessary contracts with service providers;
- The preparation of the statement of revenue and expenditure and the implementation of the budget of the Agency;
- All staff matters;
- Providing the secretariat for the Management Board;

¹ The text of the Regulation can be downloaded from the REACH website at:
<http://www.ec.europa.eu/enterprise/reach>

- Preparing draft opinions of the Management Board concerning the proposed rules of procedure of the Committees and of the Forum;
- Making arrangements, upon request from the Management Board, for the execution of any further function(s) allotted to the Agency by delegation from the Commission;
- Determining the terms and conditions for use of software packages;
- Ensuring good relations with the EU Institutions, the Competent Authorities in the Member States, industry and other stakeholders of the Agency.

ECHA is expected to have a staff of around 450 and a budget of some €85 million by 2010.

Profile and Criteria

Specific qualifications and experience required for this function

1. Candidates will be considered for the selection phase on the basis of the following formal criteria to be fulfilled by the deadline for applications:
 - National of a Member State of the European Union;
 - Thorough knowledge of at least one of the official Community languages and a satisfactory knowledge of a second of these languages; moreover, as the predominant language of communication within the agency will be English, a very good knowledge of this language will be considered an asset, as will knowledge of other EU languages;
 - University degree giving access to postgraduate studies, preferably in a field relevant to the mission of the Agency;
 - On the closing date for applications, have at least 15 years professional experience in the public or private sector (following the award of the university degree referred to above) including at least five years in fields relevant to the Agency's activities and including at least five years at management level. Experience at senior management level will be considered as an asset.
2. Candidates selected on the basis of the above criteria will be evaluated according to the following criteria:
 - Capacity to manage a large agency and to deal effectively with its challenges in the early years, requiring energy, pragmatism, and good judgement, as well as the ability to set its strategic course for the future;
 - Ability to lead and motivate a large team in a European, multicultural and multilingual environment;
 - Experience of budgetary, financial and human resources management in a national, European, and/or international context;
 - Knowledge of regulatory policy and practice relevant to REACH or similar legislation, and experience of leadership in this area;
 - Ability to cooperate and communicate with stakeholders (European, international, national and local authorities, international organisations, industry and industry associations, trade unions, NGOs, *etc.*);
 - Experience of directing the implementation of ICT systems essential to the paperless functioning of an organisation;
 - Excellence of written and oral communication and negotiation skills;
 - Understanding of the Community Institutions, their functioning and interaction.

Selection, appointment and conditions of employment

Candidates selected on the basis of their merits relevant to the post according to the criteria set out above may be invited to undergo a preliminary interview and aptitude tests conducted by external consultants who will assist the Selection Committee. Candidates may be invited to a further interview with the Selection Committee.

A short list of successful candidates, adopted by the Commission, will be communicated to the Management Board of the European Chemicals Agency, which will appoint the Executive Director from among the candidates on the short-list in accordance with the procedure laid down in the part of the REACH Regulation that relates to the Agency.

Candidates may be required to undergo further interviews and/or tests in addition to those indicated above.

This call for applications is the basis for the establishment of the Commission's shortlist. Inclusion on the shortlist does not guarantee appointment. Candidates should note that, from its adoption by the Commission, the shortlist will be publicly available.

The Executive Director will be appointed as a member of the temporary staff at grade AD 15 pursuant to Article 2a of the Conditions of employment of other servants of the European Communities for a period of five years that may be extended once for a further period of up to five years.

The post of Executive Director is classified in the career bracket AD14/15². The appointment will be made at the higher of these two grades in recognition of the particular responsibilities and challenges to be undertaken by the occupant of the post from the beginning.

It is desirable that candidates should be in a position to serve at least one full five-year term before reaching retirement age, which for temporary Staff of the European Communities is the end of the month in which they reach the age of 65.

Independence and declarations of interest

The Executive Director will be required to enter into a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to his/her independence. Candidates must confirm their willingness to do so in their application.

Equal opportunities

The European Union institutions and other bodies apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Application procedure

Interested persons must use the accompanying form for their applications. The completed form should be signed and sent, together with a letter of motivation and a *curriculum vitae* to the below address. The *curriculum vitae* should preferably be drafted using the European CV

² Basic post of Director (career bracket AD14/15) in accordance with Annex I A of the Staff Regulations of the Officials of the European Communities.

format³. If any of these documents is not in English, then an English translation must be provided. Certified copies of degrees/diplomas, references, proof of experience, *etc.* should not be sent at this point but must be submitted at a later stage of the procedure if requested.

The complete application, consisting of the application form, the letter of motivation and the CV, must be sent by registered post not later than **23 March 2007**, as attested by the postmark, to:

The European Commission
Enterprise and Industry Directorate General
ECHA – EXECUTIVE DIRECTOR SELECTION
Office: BREY 13/37
B-1049 Bruxelles/Brussel
Belgium

Or delivered by courier service not later than 15:00 on **23 March 2007** to:

The European Commission
Enterprise and Industry Directorate General
ECHA – EXECUTIVE DIRECTOR SELECTION
Office: BREY 13/37
C/o Courrier Central
3, avenue du Bourget
B-1140 Bruxelles/Brussel
Belgium

Electronic copies of applications will not be accepted.

Failure to submit all documents specified above within the relevant deadline will automatically result in rejection of the application.

Important information for candidates

- Candidates should use and sign the official application form which accompanies this notice, together with a letter of motivation and a CV, preferably in the standard European CV format. The application form and European CV format can be downloaded from the Commission website at http://www.ec.europa.eu/enterprise/reach/prep_jobs_en.htm;
- Supporting documents sent with the application will not be returned to candidates;
- Successful candidates may be required to produce the originals of their diplomas, academic qualifications or employment certificates at a later stage in the selection process;
- Candidates are asked to report any change of address in writing without delay;
- External consultants will assist the Commission's Selection Committee in evaluations and interviews;

- Candidates are reminded that the Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for

³ The European CV can be created online at <http://www.europass.cedefop.europa.eu> or downloaded from the Commission website at http://www.ec.europa.eu/enterprise/reach/prep_jobs_en.htm.

information or documentation in relation to the competition should be sent in writing to the address indicated above.

The Commission reserves the right to postpone the closing date of this call by publication in the *Official Journal of the European Union* only.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. (Official Journal of the European Communities L 8 of 12 January 2001).

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